

**Spokane Housing Authority**  
**Board of Commissioners Regular Meeting Minutes**  
**June 29, 2020**

**Board Attendees:**

Keith James, Chair	Kai Nevala, Commissioner
Besse Bailey, Vice Chair	Scott Kerwien, Commissioner (via phone)
Tes Sturges, Commissioner	Joycelynn Straight, Commissioner (via phone)
Amber Waldref, Commissioner	
Kammi Smith, Counsel	

**Staff Attendance:**

Pam Tietz, Executive Director  
Lori McGowan, CFO/Deputy Director  
Kathy Clark, Controller  
Alex Liberman, Director of Housing Assistance Payments  
Carrie-Ann Frederickson, HAP Manager  
Diana Klasen, Director of Property Management  
Jon Lange, Facilities & Project Manager  
Brian Jennings, Housing Development Director

1. **Convening of the Meeting** – Chair James called the meeting to order at 3:41 P.M.
  - a. **Public comments** – none.
  - b. **Commissioner Comments** – Commissioner Waldref praised the Nora building and Chair James shared the same.
2. **Consent Calendar** – All items listed under the “Consent Calendar” are considered routine and will be enacted *by one motion* unless a Commissioner or citizen so requires, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda.
  - a. **Approval of Minutes**
  - b. **Review of Utilization Reports**
  - c. **Review of month-end Financial Reports**

Commissioner Waldref moved to approve the consent calendar, seconded by Commissioner Sturges, all approved unanimously.

3. **Executive Director’s Report** – Pam Tietz reported that SHA is fully staffed; SHA Mission staff will be moving to Nora in the next two weeks; discussed potential changes to 9% Tax Credit funding; informed the Board that she was asked to consider being the chair of the Better Health together Board next year, to which Commissioner Nevala and Commissioner Waldref offered support; the policy committee met last week and after some further work policies will likely be brought to the board in July; discussed several CARES Act funding and COVID-19 related issues such as rent defaults and the eviction moratorium; and RAD is on track with sales just under \$200,000 per unit.
4. **Development Director’s Report** – Brian Jennings reported on the upcoming staff move to the Nora building; an RFP for a broker for the sale of the Mission building; work with Crosswalk in developing better located facilities with assistance from Invest Health; and that there are 19 homes sold with about 3.7 million dollars in proceeds.

**5. New Business**

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- a. **Commissioner Committee Assignments** – Pam Tietz led a discussion of committee assignments and provided the logic for including specific insights to specific committees. Commissioners agreed to the following assignments: Finance Committee includes Vice-Chair Bailey and Commissioner Nevala; Policy Committee includes Commissioner Waldref and Commissioner Straight; and the Development Committee includes Chair James, Commissioner Kerwien, and Commissioner Sturges.
- b. **Report of waivers offered by HUD** – Pam Tietz discusses several waivers available through HUD because of COVID-19 and related restrictions for health and safety. Vice-Chair Bailey moved to approve the waivers as presented by staff, seconded by Commissioner Waldref, all approved unanimously.
- c. **Discussion of CARES Act Funding** – Lori McGowan discussed staff ideas regarding funding through the CARES Act, including the potential of equipment and software to provide more mobile work options for staff. The Finance Committee met prior to today's meeting and discussed the feasibility and initial budget. Mrs. McGowan further discussed details of CARES Act funding and allowances that will be brought to the board in July as a budget amendment.

Chair James closed the regular meeting at 4:42 P.M. into executive session for 25 minutes. Commissioner Straight left the meeting.

- 6. Executive Session Regarding items related to RCW 42.30.110:**
- (b) "To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;"**
  - AND**
  - (c) To consider the minimum price at which real estate will be offered for sale... final action selling or leasing public property shall be taken in a meeting open to the public;**
  - AND**
  - (g) "To... review the performance of a public employee."**

Chair James reconvened the regular meeting at 5:11 P.M.

**7. Unfinished Business**

- a. **Consideration of Resolution #729 for acquisition of real property** – After discussion led by Brian Jennings, Commissioner Sturges moved to adopt Resolution #729 to include final board approval upon due diligence, seconded by Vice-Chair Bailey, all approved unanimously.
- b. **Consideration of Resolution #730 for sale of real property** – After discussion led by Pam Tietz, Vice-Chair Bailey moved to adopt Resolution #730 with revisions as presented for the lease and sale of the 55 W. Mission. Seconded by Commissioner Waldref, all approved unanimously.
- c. **Motion to extend Pam Tietz's contract with Spokane Housing Authority** – After discussion led by Chair James, Vice-Chair Bailey moved to authorize Chair James to enter into contract to extend Pam Tietz's contract as Executive Director for three years as discussed. Seconded by Commissioner Nevala, all approved unanimously.

**8. Adjournment** – Chair James adjourned the meeting at 5:17 P.M.

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Chair:   
Keith James

Secretary:   
Pamela Tietz, Executive Director